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ABSTRACT

This quarterly annotated bibliography of current literature on educational and vocational guidance describes various pamphlets, guides and brochures which provide occupational information, educational, vocational and personal guidance, guidance administration and procedures, information on student aids and aids for the teacher. Additional guidance material is included specifically for the handicapped, and in areas of rehabilitation counseling. (YRJ)

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# COUNSELOR'S INFORMATION SERVICE

A quarterly annotated bibliography of current literature on educational and vocational guidance.

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## OCCUPATIONAL INFORMATION

**Career Education Pamphlets: A Library of 1200 Free and Inexpensive Sources.** Dale E. Shaffer. c/o Dale E. Shaffer, Library Consultant, 437 Jennings Ave., Salem, OH 44460. 1976. 65 pp. $3.95. Arranged by subject area, listings include title of pamphlet, price, and publisher. Separate section details success stories of one hundred millionaires.

**Career in Medicine, A.** (Revised). Neal H. Rosenthal. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 20 pp. $1.00. Major medical specialties which are an integral part of this highly diversified field are outlined. Information on personal and educational requirements, student aids, working conditions, job location, licensure, earnings, and employment outlook is provided. Premedical training, as well as facts about preparation for and application to medical school, is discussed. Opportunities for Jewish and other minority youth are considered. Advantages and disadvantages of the profession, women in medicine, and related occupations are included.

**Career in Metallurgy, Metallurgical Engineering and Materials Science, A.** Metallurgical Society, American Institute of Mining, Metallurgical, and Petroleum Engineers, Inc., 345 E. 47th St., New York, NY 10017. 1976. Un-numbered. Free (up to 5 copies). Pamphlet examines metallurgy and what metallurgists do, materials science, and what scientists and engineers engaged in this career field do. Training required, work environment, and list of accredited schools which offer degree programs in these areas are given.

**Careers for a Changing World: Overview.** New York Life Insurance Company, 51 Madison Ave., New York, NY 10010. 1976. 13 pp. Free (single copy); 10 cents per copy (minimum order of 10). Wide range of jobs open to young people and process of choosing a career are discussed. An overview of the types of educational training which may be required, and sources of further information are given.

**Careers for Young Jewish Adults in Israel.** Henry B. Stern. B'nai B'rith Aliyah Information Office and B'nai B'rith Career and Counseling Services in cooperation with the Israel Aliyah Center, Inc. Available from: B'nai B'rith Career and Counseling Services. Address on masthead. 1976. 34 pp. Free. General information on educational and career opportunities is provided for those planning to go to Israel. Careers in the helping professions, industry, science and health, and other professions are considered. The Israeli way of life, as well as hints on conducting a job search, is discussed.

**TO OBTAIN ANY OF THE MATERIALS REVIEWED, PLEASE WRITE DIRECTLY TO THE NAME AND ADDRESS OF THE RESPECTIVE PUBLISHER**

**Careers in Activity and Therapy Fields.** American Alliance for Health, Physical Education, and Recreation, 1201 16th St. NW, Washington, DC 20036. 1976. 31 pp. $1.00. Booklet contains brief summaries of fourteen different activity and therapy fields. What personnel in each field do, list of places where individuals in each field work or may seek employment, educational or training requirements, and professional associations, governmental agencies, and other institutions to contact for additional information about each field are given.

**Careers in Chemistry: Questions and Answers.** American Chemical Society, Department of Educational Activities, 1155 16 St. NW, Washington, DC 20036. 1976. 4 pp. Free (up to 5 copies); 5 cents each (bulk orders). Information about chemistry careers, including type of work performed, training needed, hours, working conditions, salary, and related occupations, is presented in question-answer format.

**Careers in Geography.** Salvatore J. Natoli (Ed.). Association of American Geographers, 1710 16th St. NW, Washington, DC 20009. 1976. 47 pp. Free (single copy). Overview of career field and opportunities in business, government, planning, and teaching are detailed. Lists of job titles held by geographers, places of employment, colleges and universities offering programs in geography, and undergraduate and graduate departments in the U.S. and Canada offering geography major with opportunity for planning concentration are given.

**Careers in Music.** American Music Conference, 150 E. Huron St., Chicago, IL 60611. 1976. 133 pp. $1.00. Music careers in the performing arts, education, business, the recording industry, and in allied fields are examined. How to get started, preparation necessary, and how to gain experience are outlined. Included in booklet are listings of where to write for further information, and listings of periodicals for those interested in reading further.

**Careers in Psychology.** (Revised). Raymond A. Ehrle. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 20 pp. $1.00. Career opportunities and specialties within field of psychology are described. Information on personal and educational requirements, student aids, working conditions, job location, licensure, and earnings is provided. APA approved doctoral programs in Clinical, Counseling, and School Psychology are listed. Opportunities for Jewish and other minority youth are considered. Advantages and disadvantages of the profession, employment outlook and opportunities for women are discussed.

**Careers in Television.** National Association of Broadcasters, 1771 N St. NW, Washington, DC 20036. 1976. 20 pp. Free (single copy); 20 cents each (bulk orders). Types of jobs which exist in television, including those in major areas of programming, engineering, sales, and general management, are described. Education required, occupational outlook, and an overview of the field, how television operates, and how it is regulated are given.

**Careers in the Apparel Industry.** Marvin J. Feldman. B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 24 pp. $1.50. History, recent trends, and nature of work including specializations, such as designer, patternmaker and grader, cutter, sewer, presser, engineer, support personnel, salesperson, buyer, and manager are described. Education and training, personal requirements, student aids, employment opportunities, working conditions, opportunities for minorities and women, advantages, disadvantages, and future outlook are considered. Sources of additional information are provided.

**Chemical Engineer, The.** Engineers' Council for Professional Development, 345 E. 47th St., New York, NY 10017. 1976. Un-numbered. Free. Career areas in which chemical engineers may work, including research and development, design and construction, operations, management, and teaching are explored. The chemical engineer's role in each of these functional areas is examined.

**Chemists in the Agricultural Research Service.** U.S. Department of Agriculture, Agricultural Research Service, Federal Center Bldg., Hyattsville, MD 20782. 1976. Un-numbered. Free. Type of research conducted in Agricultural Research Service regional centers, work locations, qualifications, and general employment information are given. Professional growth and recognition, and career benefits are outlined.

**Chiropractic—A Good Career for a Woman.** Department of Education, American Chiropractic Association, 2200 Grand Ave., Des Moines, IA 50312. 1976. Un-numbered. Free (single copy); $2.00 per 10 (bulk orders). Pamphlet considers opportunities for women in chiropractic. Establishing one's own practice, joining an already established practice, or teaching chiropractic are considered. Included are sections detailing educational requirements and scholarship information.

**Dental Laboratory Technicians.** Chronicle Guidance Publications, Inc., Moravia, NY 13118. 1976. 4 pp. 50 cents. Work performed, working conditions, hours, wages, where employed, personal and training requirements, advancement opportunities, determination of aptitude and interest, advantages, disadvantages, employment outlook, and related occupations are detailed.

**Entomologists in the Agricultural Research Service.** U.S. Department of Agriculture, Agricultural Research Service, Federal Center Bldg., Hyattsville, MD 20782. 1976. Un-numbered. Free. Pamphlet presents overview of functions of Agricultural Research Service, typical fields of work for entomologists in this agency, work locations, qualifications necessary for employment, and whom to contact for additional information.

**Forest Products Industry Career Kit.** American Forest Institute, 1619 Massachusetts Ave. NW, Washington, DC 20036. 1976. 4 brochures. Free (single copy of each brochure). Brochures in kit include: "Opportunities Unlimited," an overview of forest products industry and career opportunities within this industry; "Schools and Colleges Offering Technical and Vocational Education Programs for Careers in the Forest Products Industries"; "Colleges and Universities Offering Professional Education Programs for Careers in the Forest Products Industries"; and "Career Profiles in Forestry, Conservation, Ecology, and Environmental Management," which includes a listing of publications containing information on forestry and related careers.

**Geology: Science and Profession.** American Geological Institute, 5205 Leesburg Pike, Falls Church, VA 22041. 1976. 31 pp. $1.00 (single copy). What geology is, its history, and its frontiers are described. Personal qualifications, educational requirements, employment opportunities, personal rewards, and where to learn more about the field are given for those considering careers in geology.

**Geophysics: The Earth in Space.** American Geophysical Union, 1909 K St. NW, Washington, DC 20006. 1976. Un-numbered. Free. An overview of geophysics, including descriptions of geodesy, seismology, meteorology, geomagnetism and paleomagnetism, oceanography, and hydrology is given. Career opportunities, salaries, advancement opportunities, and where to write for more information are included.

**Horticulturists.** Chronicle Guidance Publications, Inc., Moravia, NY 13118. 1976. 4 pp. 50 cents. Variety of jobs which horticulturists perform are described. Working conditions, hours, earnings, educational and personal requirements, advantages and disadvantages, entry methods, employment outlook, and related occupations are outlined.

**Is Civil Engineering for You?** American Society of Civil Engineers, 345 E. 47th St., New York, NY 10017. 1976. Un-numbered. Free (single copy). Overview of field, including personal characteristics generally associated with civil engineers, is given. Educational requirements, earnings, opportunities for women, and sources of further information are included.

**Jobs for Which Apprenticeships Are Available.** U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Service, Washington, DC 20212. 1976. Un-numbered. Free (single copy). List is given of occupations selected from the *Occupational Outlook Handbook* for which apprenticeship training is available. Qualifications and training, employment opportunities, and trends to 1985 are listed for each of these occupations.

**Law As a Career.** American Bar Association, 1155 E. 60th St., Chicago, IL 60637. 1976. Un-numbered. Free (single copy); 40 cents each (bulk orders). Brochure examines lawyer's role in society, high school and college pre-law education, choosing a law school, general admission requirements, and law school costs

and financial aids. Statistics of the profession, including types of law practiced and income characteristics, descriptions of paralegal professions, and an annotated bibliography on careers in law are included.

**Making of a Machinist, The: A Profile of a Career Professional in the Tooling and Machining Industry.** National Tool, Die and Machining Association, 9300 Livingston Rd., Washington, DC 20022. 1976. 19 pp. 35 cents. Booklet portrays story of young man who has become a journeyman machinist. Entry into metalworking industry, pre-industry and industry training, and steps to becoming a journeyman are detailed. Job security, earnings, and where to write for further information are included.

**Newspaper Career and You, A: Some Answers to Questions Students Ask the Newspaper Fund.** Newspaper Fund, P.O. Box 300, Princeton, NJ 08540. 1976. 20 pp. Free (up to three copies); 25 cents each (bulk orders). Growth of interest in journalism in recent years is examined. How to prepare oneself for a job in this field, what kind of job and salary to expect, related career fields, and how to apply for a media job are detailed. A section includes tips and advice from those already working as journalists.

**Nuclear Engineering.** Engineers' Council for Professional Development, 345 E. 47th St., New York, NY 10017. 1976. Un-numbered. Free (single copy; indicate code EC-70NE when ordering). Brochure presents overview of field, educational requirements, professional development, areas of concentration within field, and employment opportunities.

**Pharmacy Serves Everyone.** American Association of Colleges of Pharmacy, Office of Student Affairs, 4630 Montgomery Ave., Suite 201, Bethesda, MD 20014. 1976. Un-numbered. Free (single copy); 6 cents each (2-99 copies); $5.00 per 100 (100-999 copies). Pamphlet clarifies what pharmacists do, necessary preparation for this career field, and occupational outlook. Listing gives names and addresses of accredited colleges of pharmacy.

**Planning a Career in Chiropractic.** Department of Education, American Chiropractic Association, 2200 Grand Ave., Des Moines, IA 50312. 1976. 19 pp. Free (single copy); $2.50 per 10 (bulk orders). History, principles, and future of chiropractic are considered. Opportunities and advantages of this career, educational programs and requirements, and personal characteristics essential for success in this career field are examined.

**Soil Conservationists.** Chronicle Guidance Publications, Inc., Moravia, NY 13118. 1976. 4 pp. 50 cents. Work performed, where employed, working conditions and earnings, educational requirements, entry methods, and employment outlook are detailed. Educational and training opportunities, as well as related occupations, are outlined.

**"Starter" File of Free Occupational Literature, A.** (Revised). Leonard H. Goodman and Anne E. Garrett. B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 52 pp. $1.50. Materials listed may be used to organize a cost-free, selective occupational library. For each of 117 careers, *Dictionary of Occupational Titles'* three-digit occupational group arrangements, pamphlet title, publication date, and name and address of publishing organization are listed. These 117 pamphlets may be used to initially explore approximately one thousand careers. Index cross-references occupational titles of related careers with the 117 job titles.

**Want to Help Make the World Better?** National Easter Seal Society for Crippled Children and Adults, 2023 W. Ogden Ave., Chicago, IL 60612. 1976. Un-numbered. Free (single copy). Overviews are given for careers in the rehabilitation professions. Included are descriptions of work performed by physical therapists, speech pathologists and audiologists, special education teachers, occupational therapists, psychologists, rehabilitation counselors, medical social workers, and recreation therapists. Where to write for further information is given.

**What's a Nice Girl Like You Doing in a Man's World? Opportunities for Women in Trade and Technical Fields.** National Association of Trade and Technical Schools, 2021 L St. NW, Washington, DC 20036. 1976. Un-numbered. Free. Advantages of careers in trade and technical fields, salary expectations, physical requirements, overview of training available at trade and technical schools, and length of programs are given.

**Your Career in Hospital Administration.** American College of Hospital Administrators, 840 N. Lake Shore Dr., Chicago, IL 60611. 1976. 14 pp. Free (up to 10 copies). Information relevant to those considering careers in hospital administration is provided. Sections detail personal characteristics needed, educational and training requirements, expected salaries, and employment outlook.

## EDUCATIONAL, VOCATIONAL AND PERSONAL GUIDANCE

**BBCCS College Caravans.** Joel H. Goldberg. B'nai B'rith Career and Counseling Services. Address on masthead. 1972. 21 pp. $1.00. This publication stresses college visitation and describes benefits of investigation by groups. Methods of organizing college caravans are detailed. A sample "College Evaluation Check-List" is given. Appendices include samples of transportation information, post-caravan letter, correspondence with schools, caravan schedules, publicity notices, reservation forms, and caravan evaluation questionnaire. Selected bibliography is provided.

**Career and Life Planning Guide.** John W. Loughary and Theresa M. Ripley. Follett Publishing Company, 1010 W. Washington Blvd., Chicago, IL 60607. 1976. 180 pp. $5.95. Authors present step-by-step exercises to aid in determining stage of life one is in, getting a realistic picture of oneself, figuring out one's goals in life, making decisions about change, coping with the present, and planning for the future. Final chapter presents annotated listing of information resources in seven areas, including educational opportunities and plans, marriage, occupational plans and opportunities, parent-child problems, and retirement.

**Catalog of Free Things, The.** Jeffrey Feinman and Mark Weiss. William Morrow and Company, Inc., 105 Madison Ave., New York, NY 10016. 1976. 258 pp. $6.95. Descriptions of free materials, and names and addresses of sources are given. Arranged according to subject area, information presented covers topics such as automobiles, gardening, sports and hobbies, pets, retirement, travel, women, and career guidance. Maximum charge for any material listed is 25 cents for postage and handling.

**Changes in Occupational Characteristics: Planning Ahead for the 1980's.** Leonard A. Lecht, Marc Matland, and Richard Rosen. The Conference Board, Inc., 845 3rd Ave., New York, NY 10022. 1976. 87 pp. $10.00 (associates); $30.00 (non-associates). Report presents information on projected changes in employment, job openings, earnings, and the relationship between education and earnings for 123 selected occupations in non-professional fields. The outlook for women and nonwhites in these fields, and the overall implications of these projections for educational and manpower planning are discussed.

**Chiropractic Colleges, The.** Foundation for Chiropractic Education and Research and the Council on Chiropractic Education, 2200 Grand Ave., Des Moines, IA 50312. 1976. 15 pp. Free (single copy); $1.80 per 10 (bulk orders). Chiropractic college work, including types of courses and clinics generally required, is outlined. Licensure policy and accreditation are explained. College programs accredited by the Council on Chiropractic Education and those awaiting accreditation are listed. Chart presents state educational requirements for licensure in chiropractic.

**College Charts 1976-1977.** Chronicle Guidance Publications, Inc., Moravia, NY 13118. 1976. 286 pp. $6.25. Information on costs, admissions, enrollment, and financial aids at more than 3,100 colleges and universities in the U.S. is presented in chart form alphabetically by state. Separate section lists information on four-year colleges and universities in Canada.

**College Counseling for Transfers 1976-1977.** Chronicle Guidance Publications, Inc., Moravia, NY 13118. 1976. 156 pp. $6.25. Intended as an aid to college students, college counselors, directors of admissions, and college administrators, publication lists admissions policies, counseling and placement services available, orientation procedures, housing availability, and financial aids for transfer students for over three thousand technical institutes, colleges, and universities in the U.S. Information is presented in chart form alphabetically by state.

**College Degrees by Mail: A Comprehensive Guide to Nontraditional Degree Programs.** (Revised). John Bear. Rafton and Bear. Available from: John Bear,

210 N. Harrison St., Fort Bragg, CA 95437. 1976. 152 pp. $14.95. Author describes and discusses all known approaches to non-traditional education, including weekend colleges, College-Level Examination Program, correspondence courses, experimental schools, and "free" universities. Indexes to degrees, to subject matter of non-traditional programs, and to schools are given.

**College Education on the Job...The Graduates' Viewpoint.** Ann Stouffer Bisconti and Lewis C. Solmon. College Placement Council Foundation, P.O. Box 2263, Bethlehem, PA 18001. 1976. 53 pp. $5.00. Report presents findings of national study to determine utilization and value of higher education in employment. Usefulness of college education, use of curricular content in work, links between curricula and jobs, and graduates' recommendations about courses most beneficial in preparing for particular jobs are presented.

**Colleges and Universities Offering Undergraduate Courses in Health Service Administration.** American College of Hospital Administrators, 840 N. Lake Shore Dr., Chicago, IL 60611. 1976. 2 pp. Free (up to 10 copies). Listing provides names and locations of colleges and universities arranged alphabetically by state which offer programs in health service administration.

**Compjob.** John Henry (Ed.). Employment Information Services, P.O. Box 3265, Chico, CA 95927. 1976. 90 pp. $5.95. This guide for qualified job seekers in Electronic Data Processing who have less than three years' paid experience presents tips on landing a desired job. Employment outlook and expected salary range are covered. Listing of firms which employ individuals in Electronic Data Processing is given. Listing is arranged geographically and includes name, address, description, and contact person for each firm.

**Coping With Tragedy: Successfully Facing the Problem of a Seriously Ill Child.** Jerome L. Schulman. Follett Publishing Company, 1010 W. Washington Blvd., Chicago, IL 60607. 1976 335 pp. $9.95. Through transcriptions of tape-recorded conversations with children, parents, and doctors, the author, head of the Division of Child Psychiatry at Children's Memorial Hospital in Chicago, demonstrates how individuals deal with reality of a seriously afflicted child. Rearranging priorities, redefining views on life, death, medicine, and religion, changed relationships between husband and wife, parents and children, the child and siblings are examined.

**Counseling Girls and Women: A Guide for Jewish and Other Minority Women.** Kenneth A. Wolkon. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 48 pp. $2.00. Women's position in society, the world of work, and the family are examined from an historical perspective. Influence of attitudes, sex roles, legal discrimination, and famiiy pattern upon employment is analyzed. New career roles of "Pioneer Women" are highlighted. Guidelines for educational and vocational planning, advantages of obtaining career counseling, and availability of financial assistance are discussed. The school's responsibility for providing realistic guidance to girls and women is examined. Group guidance programs are considered in terms of their value in new educational and career possibilities. Topics for discussion in women's groups are suggested. A listing of women's causes and committees in professional associations is provided.

**Dance Directory: Programs of Professional Preparation in American Colleges and Universities.** (Ninth Edition). American Alliance for Health, Physical Education, and Recreation, 1201 16th St. NW, Washington, DC 20036. 1976. 102 pp. $2.50. Publication lists colleges and universities alphabetically by state which offer dance curriculums at the undergraduate and graduate levels. Each listing includes type of program offered, such as dance education, performing arts, or dance concentration, course offerings, teaching personnel, enrollment, and degrees offered.

**Directory of Business and Financial Services.** (Seventh Edition). Mary McNierney Grant and Norma Cote (Eds.). Special Libraries Association, 235 Park Ave. S., New York, NY 10003. 1976. 232 pp. $18.80. Intended as a resource for businessmen and women, researchers, and librarians, directory presents annotated listings of more than one thousand publications in the field of business and finance representing over four hundred publishers. Appendix lists names and addresses of selected stock and commodity exchanges.

**Facing Careers in the Year 2000.** S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 7 pp. $1.00. Changing environment, values, and world of work are considered. Role of counselors in implementing changes directed toward future career needs is emphasized.

**Finding the Job You've Always Wanted.** Burdette E. Bostwick. Wiley-Interscience, John Wiley and Sons, Inc., 605 3rd Ave., New York, NY 10016. 1977. 243 pp. $12.95. Author presents steps involved in finding employment or a new career. Planning one's career, writing résumés and cover letters, using résumés, preparing for interviews, conducting interviews, and negotiating salaries are covered. Executive search firms, business directories, and professional résumé and career services are listed in appendices.

**Graduate Library School Programs Accredited by the American Library Association.** American Library Association. Available from: "Accredited List," American Library Association, 50 E. Huron St., Chicago, IL 60611. 1976. Un-numbered. Free. Pamphlet lists accredited programs alphabetically in Northeast, Southeast, Midwest, Southwest, and West U.S., and Canada. Program listings give type of degree offered, address of school, director or dean of program, and phone number.

**Graduate Programs in Hospital and Health Services Administration.** American College of Hospital Administrators, 840 N. Lake Shore Dr., Chicago, IL 60611. 1976. 7 pp. Free (up to 10 copies). Canadian and U.S. schools are listed alphabetically. Addresses, types of programs offered, and accreditation status are included.

**Group Therapy: Who Needs It?** Doris Wild Helmering. Celestial Arts, 231 Adrian Rd., Millbrae, CA 94030. 1976. 211 pp. $4.95. Actual process and events of group therapy in which transactional analysis is the primary method used are documented. Author discusses topics, such as who comes to therapy groups and why, what kinds of problems people bring, and how to select a therapist.

**Guide to Four-year College Majors 1976-1977.** Chronicle Guidance Publications, Inc., Moravia, NY 13118. 1976. 300 pp. $6.25. Guide presents compilation of over three hundred four-year, graduate, and professional programs offered by over 1,800 institutions of higher education in the U.S. and its possessions. Separate section presents information on over one hundred university programs offered by sixty Canadian four-year colleges and universities. Information is organized according to field of specialization.

**Guide to Two-year College Majors and Careers 1976-1977.** Chronicle Guidance Publications, Inc., Moravia, NY 13118. 1976. 140 pp. $6.25. Information on over eighty associate, certificate, occupational, and transfer programs of less than four years' duration which are designed to prepare students for immediate employment is given. Programs at over two thousand technical institutes, two-year colleges, and universities in the U.S. are listed.

**Handbook of Private Schools, The: An Annual Descriptive Survey of Independent Education.** (Fifty-seventh Edition). Porter Sargent Publishers, Inc., 11 Beacon St., Boston, MA 02108. 1976. 1504 pp. $21.00. This handbook indexes leading private schools across the nation. Each listing contains information on the following: school name and category, address, academic head and admissions officer, grade levels offered, academic orientation and curriculum, yearly admission figures, enrollment and faculty, graduate record, tuition and scholarship figures, plant evaluation and endowment, establishment and calendar, and a paragraph describing the institution.

**Jewish Yellow Pages, The: A Directory of Goods and Services.** Mae Shafter Rockland with Michael Aaron Rockland. Schocken Books, Inc., 200 Madison Ave., New York, NY 10016. 1976. 212 pp. $7.95. This directory lists sources of Jewish handcrafted objects, educational materials, food, music, dance, and toys. Final section lists Jewish organizations, businesses, and agencies. Names, addresses, and descriptions of each product or source are given.

**Medical School Admission Advisor, The: A Comprehensive Guide for the Student Concerned about Getting into Medical School.** Marvin Fogel and Morton Walker. Hawthorn Books, Inc., 260 Madison Ave., New York, NY 10016. 1976. 196 pp. $5.95 (U.S.); $6.95 (Canada). Technical aspects of medical

school application, as well as subjective considerations involved in seeking medical school admission, are presented. Contents are intended to aid the marginally acceptable medical school candidate interested in presenting his or her qualities to the greatest advantage.

**Meeting the Challenge: Experimental and Innovative Colleges and Universities.** S. Norman Feingold, Anne E. Garrett, and Fae E. Hoffman. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 48 pp. $2.50. This booklet provides brief, descriptive listings of experimental and innovative schools and programs. Each description supplies name and address, founding date, and institution's classification as "experimental," "innovative," or having programs of an experimental or innovative nature. Also included in each listing is information pertaining to accreditation, affiliation, environmental surrounding, composition of student body, and enrollment figures. Academic calendar, grading system, and degrees offered, as well as tuition costs, and types of housing facilities, are considered. Details pertaining to programs and facilities are included where possible. Special section on visiting experimental and innovative schools is also included.

**NSRA List of Approved Court Reporter Training Programs.** National Shorthand Reporters Association, 2361 S. Jefferson Davis Hwy., Arlington, VA 22202. 1976. 1 p. Free. List presents names, addresses, and phone numbers of institutions which offer approved on-site, daytime court reporter training programs. Institutions are listed alphabetically by state.

**National Association of Trade and Technical Schools Directory, 1976-77. Directory of Accredited Private Trade and Technical Schools.** NATTS Accrediting Commission, National Association of Trade and Technical Schools. Available from: NATTS, Public Relations Dept., 2021 L St. NW, Washington, DC 20036. 1976. 100 pp. Free (single copy). NATTS is a voluntary organization of accredited, private residence schools offering job-oriented specialty training in trade and technical occupations. Schools are listed by state; courses offered, address, founding date, time required to complete course, name of school official to contact, and school's use of public and government agencies are given.

**National Institute of Education, The.** U.S. Department of Health, Education, and Welfare, National Institute of Education, Office of Public Affairs, 1200 19th St. NW, Washington, DC 20208. 1976. 21 pp. Free. Pamphlet describes activities, organization, and special programs of the National Institute of Education. List of senior staff members and their phone numbers is provided.

**New Husbands, The: And How to Become One.** Andrew J. DuBrin. Nelson-Hall Inc., 325 W. Jackson Blvd., Chicago, IL 60606. 1976. 213 pp. $8.95. Description and examples of husbands who fit author's category of "new husbands" are presented. Author views this category of husbands as individuals who share decisions and housework with wives, who make companions of their children, who help guide their children's development, who provide their wives with opportunities to expand horizons, and who enjoy themselves. Author gives suggestions to husbands interested in becoming "new husbands."

**1977 Foreign Medical School Catalogue.** Charles R. Modica. Mod Printing. Available from: Foreign Medical School Information Center, 1 E. Main St., Bay Shore, NY 11706. 1976. 165 pp. $9.95. This book presents information about the Educational Commission for Foreign Medical Graduates (ECFMG) and the Coordinated Transfer Application System (COTRANS). Included also are charts presenting information on sponsorship, admission requirements, programs, and enrollments for medical school programs in seventy-four countries.

**1976-1977 List of Accredited Programs in Landscape Architecture.** Council on Education, Landscape Architectural Accreditation Board, American Society of Landscape Architects. Available from: American Society of Landscape Architects, 1750 Old Meadow Rd., McLean, VA 22101. 1976. 4 pp. Free (up to three copies). Alphabetical listing of schools with full, initial, or provisional accreditation status which offer degree-granting programs in landscape architecture is presented. Each listing includes name and address of school, degrees offered, name of department offering degree, and department head.

**Personal Marriage Contract.** John F. Whitaker. OK Street, Inc., 12800 Hillcrest Rd., Suite 216, Dallas,

TX 75230. 1976. 72 pp. $3.95 (paper). Author presents ten Skill-Action areas found in successful loving relationships. Areas considered include friends, work, rights, nurturing, strokes, sex, and quarrels. Sample personal marriage contract is included.

**Respiratory Therapy Educational Programs.** American Association for Respiratory Therapy, 7411 Hines Place, Dallas, TX 75235. 1976. Un-numbered. Free (single copy). Pamphlet lists schools alphabetically by state which offer approved programs for respiratory therapists and respiratory therapy technicians. Programs are coded to indicate what type of accreditation or approval has been granted, and whether or not a bachelor's degree program is offered. Program personnel are given for each school listed.

**So You Want to Go to Law School.** (Revised). John F. Dobbyn. West Publishing Company, 50 W. Kellogg Blvd., St. Paul, MN 55102. 1976. 206 pp. $3.95. Author covers topics of interest to undergraduates considering law as a profession and to students in law school. For undergraduates, there is information on selecting and applying to law school. For law school students, there are sections covering study methods, common problems, extracurricular activities, and beginning practice.

**Student Success: How To Be a Better Student and Still Have Time for Your Friends.** Tim Walter and Al Siebert. Holt, Rinehart and Winston, 383 Madison Ave., New York, NY 10017. 1976. 134 pp. $3.95 (paper). Suggestions on how to make it through school, how to make studying easier, how to do well on tests and papers, how to be a more successful person, and how to have a few good friends are given. Step-by-step procedures to follow are presented in each section; book is primarily intended for college students.

**Successful Promoter, The: 100 Surefire Ideas for Selling Yourself, Your Product, Your Organization.** Ted Schwarz. Henry Regnery Company, Publishers, 180 N. Michigan Ave., Chicago, IL 60601. 1976. 223 pp. $9.95. The author offers instruction on the effective use of communications media, reaching the public without cost, becoming an instant celebrity, writing newspaper and magazine advertising, direct mail and mail-order advertisements, non-profit and charitable organization promotion, the window display, shopping center promotions, outdoor advertising, using newsletters, and printing.

**Summer Jobs: Opportunities in the Federal Government.** U.S. Civil Service Commission Announcement No. 414. Available from: U.S. Civil Service Commission, Washington, DC 20415. 1976. 19 pp. Free. General information about summer jobs with the Federal government, requirements and procedures for applying, and descriptions of types of positions available are given. Pamphlet contains list of Civil Service Commission area offices and applications for the written test or for updating one's previous eligibility.

**Teachers, Counselors, Librarians, Administrators Requirements for Certification: For Elementary Schools, Secondary Schools, Junior Colleges.** (Forty-first Edition). Elizabeth H. Woellner. University of Chicago Press, 5801 Ellis Ave., Chicago, IL 60637. 1976. 226 pp. $11.50. This book contains recommendations of the regional and national accrediting associations for the qualifications required in most K-12 positions. Requirements for certification in the fifty states and the District of Columbia and where to write for more information are presented.

**Your Child Learns Naturally.** Edward B. Rosenberg and Silas L. Warner. Doubleday and Company, Inc., 245 Park Ave., New York, NY 10017. 1976. 221 pp. $5.95. How parents can best prepare a child for school is discussed in light of the contention that success in learning is inextricably intertwined with a child's sense of identity and self-worth. Theories of early learning are examined.

## GUIDANCE ADMINISTRATION AND PROCEDURES

**Black College Graduates and the Job Market in the South, 1980.** Eva C. Galambos. Southern Regional Education Board, 130 6th St. NW, Atlanta, GA 30313. 1976. 30 pp. $1.50. A companion to *College Women and the Job Market in the South, 1980*, this report studies existing differences in job distribution and suggests ways in which future employment opportunities of blacks may be enhanced.

**Career Education: An Undergirding for Career Counseling.** S. Norman Feingold. A reprint from: *The School Guidance Worker*, Vol. 31, No. 5, May/June 1976, pp. 37-41. Available from: B'nai B'rith Career and Counseling Services. Address on masthead. 1977. 7 pp. $1.00. Current developments in career education and new curricular trends, including merging the worlds of school and work, use of adult career advisors and resource personnel, and use of career cluster concept are discussed. Descriptions of various innovative career education programs, sources of further information about these programs, and possible long-range trends in career education are included.

**Career Guidance—When, Where and By Whom?** S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 12 pp. $1.00. Developments within career guidance and technical innovations likely to occur within the next 20 years are outlined. Personal, interpersonal, and systemic factors influencing amount of benefit one receives from information systems are surveyed. The "when, where and by whom" of career guidance are examined. Counselors' responsibilities within the framework of career guidance are considered.

**Choosing a Science Program for the Elementary School.** Howard J. Hausman. *Occasional Papers* Number Twenty-four. Available from: Council for Basic Education, 725 15th St. NW, Washington, DC 20005. 1976. 45 pp. Free (members); $1.00 (non-members). Booklet presents author's views on what science in the elementary school should be, surveys the kinds of science programs available today, and suggests how teachers and administrators may go about choosing the program which is best for them.

**Drug Education: Results and Recommendations.** Richard H. Blum. Lexington Books, D.C. Heath and Company, 125 Spring St., Lexington, MA 02173. 1976. 217 pp. $17.00. Text presents bases, design, procedures, results, evaluation, and recommendations of a study funded by the National Institute for Drug Abuse which looked at current state and effects of drug education. Strategies and information for educators involved in drug education programs are provided.

**Educational Manager, The: Artist and Practitioner.** E.G. Bogue and Robert L. Saunders. Charles A. Jones Publishing Company, 4 Village Green SE, Worthington, OH 43085. 1976. 213 pp. $5.95. Author attempts to improve the effectiveness of educational management by showing how the manager can be an artist and an organizer of talents, by pointing out the complexity of the manager's role and its responsibilities, and by demonstrating how ideas can be the means for effective administration. Each chapter presents goals of education and ways of achieving those goals. Questions at the end of each chapter relate concepts to actual managerial tasks.

**Educational Policy: Analysis, Structure, and Justification.** Donna H. Kerr. David McKay Company, Inc., 750 3rd Ave., New York, NY 10017. 1976. 214 pp. $4.95. Part of a series on educational policy, planning, and theory, this volume attempts to bring "theoretical" questions to bear on educational practice. Presented in the text are discussions of the nature of educational policy, policy decision making as a rational process, justification of educational policies, and suggested procedures for sound educational policy making.

**Ethical and Legal Concerns of the Counselor.** Mark L. Fisher. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 8 pp. $1.00. Ethical and legal implications of counselors' professional activities are discussed. Past laws affecting counselors' performance of duties are delineated. Issue of privileged communication is examined. Ways in which counselors may protect themselves from lawsuits are considered. Importance of more efficient counselor education and training is stressed. Author urges counselors to take heed of ethical and legal considerations in guidance. Questions for consideration and selected bibliography are included.

**Faculty Bargaining, State Government and Campus Autonomy: The Experience in Eight States.** Kenneth P. Mortimer (Ed.). Pennsylvania State University and Education Commission of the States, Report No. 87. Available from: Education Commission of the States, 1860 Lincoln St., #300, Denver, CO 80203. 1976. 106 pp. $5.50. Collection of papers, the majority originally presented at the April 1975 American Educational Research Association Meetings, deals with state-institutional and system-institutional authority relations associated with faculty collective bargaining.

The papers cover faculty collective bargaining experiences in the eight states of Michigan, New Jersey, New York, Pennsylvania, Hawaii, Massachusetts, Alaska, and Montana.

**Handbook on Accreditation.** Commission on Institutions of Higher Education, North Central Association, P.O. Box 2276, Boulder, CO 80302. 1976. 87 pp. $1.50. Presented as a guide for institutions engaged in self-study and for consultant-evaluators conducting on-site evaluation visits, text provides information on accreditation for educational institutions and for the public. Descriptions of the NCA and its commission, an evaluation guide for institutional assessment, and detailed summary of information on institutional evaluation and accreditation are included.

**Instructional Materials—Litmus Test of Career Education.** P. Kenneth Komoski. Center for Vocational Education, Ohio State University, 1960 Kenny Rd., Columbus, OH 43210. 1976. 9 pp. $1.00. Pamphlet presents in monograph form remarks of Dr. Komoski, executive director of the Educational Products Information Exchange, to the Second Career Education National Forum held in Washington, DC in February 1976. Remarks present findings of an analysis of available career education materials and suggest ways for bringing about improvements in these materials.

**Job Descriptions: How to Write and Use Them.** (Revised Edition). Conrad Berenson and Henry O. Ruhnke. Personnel Journal, P.O. Box 1520, Santa Monica, CA 90406. 1976. 87 pp. $10.95 (plus postage and handling). Results of a study which explored the extent and nature of the use of position descriptions are reported. Topics discussed include behaviorally-written position descriptions, preparing job descriptions, and uses and abuses of job descriptions. Eighteen sample job descriptions representing a variety of categories are included.

**Legal Memorandum, A: The Confidentiality of Pupil School Records.** National Association of Secondary School Principals, 1904 Association Dr., Reston, VA 22091. 1976. 8 pp. Free (members); 50 cents (nonmembers). Memorandum deals with legal aspects of the pupil school records issue and stresses requirements of the federal government's Family Educational Rights and Privacy Act (FERPA). This law and its background, access to records by parents and pupils, definition of "a record," requirements for accessibility of records, release of records to a third party, release of information without consent, publication of student records policy, and the principal's liabilities are covered. A sample record release form is included.

**Limits of Educational Reform, The.** Martin Carnoy and Henry M. Levin (Eds.). David McKay Company, Inc., 750 3rd Ave., New York, NY 10017. 1976. 290 pp. $4.95. Collection of addresses, essays, and lectures questions the premise that educational reform can resolve social dilemmas, most notably poverty, that arise out of the economic, political, and social system itself. Final chapter presents kinds of reforms and strategies which may be used in schools to bring about social change.

**Management Practice in Social Welfare: An Annotated Bibliography.** Rino J. Patti and Phillip Osborne (Compls.). Council on Social Work Education, 345 E. 46th St., New York, NY 10017. 1976. 107 pp. $3.50. Part of project designed to stimulate and inform the development of curricula aimed at the preparation of managers for social welfare organizations, text is intended as a guide to the literature on social welfare administration and management for instructors of graduate, undergraduate, and continuing education programs, in-service trainees, and staff development personnel and students.

**Managerial Deviance: How to Deal With Problem People in Key Jobs.** Andrew J. DuBrin. Mason/Charter Publishers, Inc., 641 Lexington Ave., New York, NY 10022. 1976. 228 pp. $8.95. A systematic explanation of strategies one can use in dealing with aberrant behavior in executives, managers, and others whose positions are vital to one's firm is given. Author presents step-by-step plans which can be applied in any organization and case histories to illustrate effects of deviance and methods of alleviating deviance.

**Managing the Occupational Education Laboratory.** George Storm. Wadsworth Publishing Company, Inc., Belmont, CA 94002. 1976. 226 pp. $12.95. Designed as a practical guide to laboratory management, this book presents guidelines for selecting instructional

equipment and material, planning the budget, meeting demands for accountability in occupational programs, developing positive attitudes between students and staff, and planning new and additional facilities.

**Multiple Roles of College and University Presidents, The: An Occasional Paper.** John D. Millett. Office of Leadership Development in Higher Education, American Council on Education, 1 Dupont Cir. NW, Washington, DC 20036. 1976. 11 pp. Free (single copy, limited supply). Author discusses role of college and university presidents in bearing responsibility for performance and mission of the institution and in being responsive to diverse constituencies, including students, faculty members, community members, and others.

**New Public Education, A.** Seymour W. Itzkoff. David McKay Company, Inc., 750 3rd Ave., New York, NY 10017. 1976. 372 pp. $5.95. Book attempts to foster an understanding of the failure of contemporary education to meet value needs of people. Author surveys historical perspectives in education, institutions and issues, formal and informal education, and suggests future problem areas and directions for educational policy.

**New Secondary Education, The: A Phi Delta Kappa Task Force Report.** Maurice Gibbons. Phi Delta Kappa, 8th and Union, Box 789, Bloomington, IN 47401. 1976. 199 pp. $4.00 (members); $5.00 (nonmembers). Report of Task Force on Compulsory Education and Transition for Youth presents proposals for fundamental alterations in secondary education to make it more powerful and beneficial for adolescents and the community. After examining arguments for lowering age of compulsory attendance and identifying fourteen propositions to be considered in the reform of secondary education, report gives blueprint for high schools of the future. Appendix describes schools already using elements of the proposal.

**Perspectives on Career Guidance: An Administrator's View.** S. Norman Feingold. A reprint from: *Peabody Journal of Education*, Vol. 52, No. 1, Oct. 1974, pp. 5-13. Available from: B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 8 pp. $1.00. Basic concepts of career education and their relation to career guidance are considered. Twenty-two working guidelines for counselors are provided. Suggestions are made concerning the role which may be taken by a professional association toward implementing relevant career guidance programs.

**Project Management: How to Make It Work.** Charles C. Martin. AMACOM, American Management Associations, 135 W. 50th St., New York, NY 10020. 1976. 312 pp. $14.95. Description of principles and practices involved in project management is given. Author suggests how to use project management without disrupting the existing organizational structure or incurring excessive costs. Applicability of project management in small organizations or for small projects in organizations of any size is emphasized.

**States and Higher Education, The: A Proud Past and a Vital Future, Supplement.** Carnegie Foundation for the Advancement of Teaching, 437 Madison Ave., New York, NY 10022. 1976. 66 pp. $4.00. This supplement to a commentary of the same name presents statistical data from which the original report was written. The contents include statistical tables, amount of state funds used for innovative educational programs, listing of methods of financial assistance for private institutions, listing of proposals to define areas of institutional independence and state control, and organizational charts of public higher education in selected states.

**Successful Public Relations Techniques.** Ann Kadon and John Kadon. Modern Schools, P.O. Box 8, 4225 N. Brown Ave., Scottsdale, AZ 85251. 1976. 212 pp. $5.00. Guide explains what public relations is and details numerous techniques used in public relations. Suggestions for evaluating public relations programs are given.

**Toward Viable Directions in Postsecondary Education.** Thomasyne Lightfoote Wilson. Sapphire Publishing Company, Inc., P.O. Box 15072, San Francisco, CA 94115. 1976. 78 pp. $5.00. Guidelines for redefining education and making educational systems more humane are provided. Educational system envisioned by author seeks to eliminate all hierarchal human relationships and insists that all teaching and learning be done interdependently.

**Two Hundred Years of American Educational Thought.** Henry J. Perkinson. David McKay Company, Inc., 750 3rd Ave., New York, NY 10017. 1976. 367 pp. $5.95. By tracing past educational thought, author discusses what schools are for, what is worth knowing, and who can be educated. Analyses of writings of Benjamin Franklin, Thomas Jefferson, Horace Mann, Booker T. Washington, John Dewey, James B. Conant, Paul Goodman, and others, are given.

**Venture Management: A Game Plan for Corporate Growth and Diversification.** Mack Hanan. McGraw-Hill Book Company, 1221 Ave. of the Americas, New York, NY 10020. 1976. 392 pp. $14.95. This guide to the development of new business enterprises takes the reader through a step-by-step process for developing a Market Penetration Plan. Presented in a text/workbook format, it covers topics, such as how to consolidate the venture base, how to pinpoint venture targets, how to organize for venturing, how to set venture objectives, and how to achieve venture objectives.

**Will Higher Education By Ready for the Eighties? Proceedings of the 25th SREB Legislative Work Conference, July 28-30, 1976.** Southern Regional Education Board, 130 6th St. NW, Atlanta, GA 30313. 1976. 44 pp. $2.00. A summary of the annual forum for Southern legislators to consider problems, issues, and potential for higher education in the region is presented. Proceedings included cover demographic change and Southern education, demographic projections, education and the world of work, program evaluation, academic program review at the state level, compensatory education, collective bargaining, and accreditation.

## STUDENT AIDS

**Cintas Fellowship Program.** Cintas Foundation, Inc., and Institute of International Education. Available from: Secretary, Cintas Fellowship Program, Institute of International Education, 809 United Nations Plaza, New York, NY 10017. 1976. 1 p. Free. Eligibility, application procedure and deadline, announcement date, and fellowship obligations for six $4,000 annual fellowships are detailed. Fellowships are intended to foster and encourage the professional development and recognition of talented creative artists in the fields of architecture, painting, sculpture, the graphic arts, music composition, and literature.

**HEW Fact Sheet: Five Federal Financial Aid Programs.** U.S. Department of Health, Education, and Welfare, Office of Education, Washington, DC 20202. 1976. Un-numbered. Free. Basic Educational Opportunity Grants, Supplemental Educational Opportunity Grants, College Work-Study, National Direct Student Loans, and Guaranteed Student Loans are described. Eligibility and application procedures are given. Addresses of state offices which function as sources of information on the Guaranteed Student Loan Program are listed.

**How to Obtain Money for College: A Complete Guide to Sources of Financial Aid for Education.** William E. Lever. Arco Publishing Company, Inc., 219 Park Ave. S., New York, NY 10003. 1976. 176 pp. $5.00. Guide presents information on obtaining financial aid for college educations, including aid programs administered by federal and state governments, by colleges and universities, and by military and veterans organizations. Separate sections detail aid programs for handicapped and minority students, and for adults returning to school. Chapters on selecting the right college and determining college costs are included.

**Julius A. Thomas Fellowship Program.** College Placement Services, Inc., P.O. Box 2322, 65 E. Elizabeth Ave., Bethlehem, PA 18001. 1976. Un-numbered. Free. Program created by College Placement Services, Inc., to offer persons from ethnic minority groups an opportunity for graduate education as preparation for service in career counseling and placement of minority and economically disadvantaged students is described. Procedures to follow in applying for fellowship and officials to contact at participating institutions are given.

**Minority Access to Research Careers Equal Opportunity Program.** U.S. Department of Health, Education, and Welfare, Public Health Service, National Institutes of Health. Available from: Mr. Bynum Edward, Rm. 9A18, Westwood Bldg., Bethesda, MD 20014. 1976. 4 pp. Free. "Minority Access to Re-

search Careers (MARC) Program designed to help minority institutions train greater numbers of scientists and teachers in biomedical disciplines is explained. MARC Faculty Fellowships and Visiting Scientist Awards are detailed. Research topics, award provisions, selection process, and methods of stipend determinations are given.

**Minority Fellowship Program Aimed at Supporting Educational Opportunities in Psychology.** American Psychological Association. Available from: APA Minority Fellowship Program, 1200 17th St. NW, Washington, DC 20036. 1976. Un-numbered. Free. Program of technical assistance and fellowships to support full participation by ethnic minorities in psychology is described. Eligibility, areas of research engaged in, amount of fellowships, criteria for selection, and where to write for further information are detailed.

**National Endowment for the Arts Guide to Programs.** National Endowment for the Arts. Available from: Program Information Office, (Mail Stop 550), National Endowment for the Arts, Washington, DC 20506. 1976. 84 pp. Free. Guide is intended to help indiyiduals and organizations determine whether their project is eligible for assistance from the National Endowment for the Arts. Details about twelve major program areas, project examples, eligibility, grant amounts, application procedures, and application deadlines are given.

**National Science Foundation Guide to Programs, Fiscal Year 1977.** National Science Foundation. Available from: National Science Foundation, 1800 G St. NW., Washington, DC 20550. ATTN: Publications, Rm. 223. 1976. 61 pp. Free (single copy). Guide summarizes scientific research and education projects in mathematics, physical, environmental, biological, social, behavioral, and engineering sciences supported by the National Science Foundation. Summaries include principal characteristics and purpose of each program, eligibility requirements, closing dates, and where to write for more information for those interested in participating in these programs.

**Need a Lift? To Educational Opportunities, Careers, Loans, Scholarships, Employment.** (Twenty-sixth Edition). The American Legion Education and Scholarship Program, Americanism and Children and Youth Division, Dept. S, P.O. Box 1055, Indianapolis, IN 46206. 1976. 132 pp. 50 cents. Primarily intended as a source book of career, scholarship, and loan information for children of veterans, booklet also presents information of interest to all students seeking to further their education. Publication includes information on scholarships, fellowships, loans, state educational benefits, and part-time jobs for students. Annotated listing of reference sources for further information is given.

**1976-77 Federal Affairs Handbook, The.** Council for Advancement and Support of Education, 1 Dupont Cir. NW, Suite 530, Washington, DC 20036. 1976. Un-numbered. $17.50. Handbook is designed as a guide to federal government programs which relate to education and educational expenditures. Descriptions of programs, types of assistance available, application procedures, amounts granted, and people or offices to contact for each program are given. Programs listed include those in Office of Education, National Science Foundation, National Endowment for the Arts, and Smithsonian Institution. Final sections present an introduction to dealing with Congress, a listing of sources of further information, and a glossary of commonly used Congressional terms.

**Primer on Finding Financial Aid for Students, A.** Richard L. Tombaugh. Engineers' Council for Professional Development, 345 E 47th St., New York, NY 10017. 1975. 4 pp. Free (single copy). Twelve steps most likely to bring about best results in securing financial assistance for educational purposes are listed in sequence. Advice is given on how to determine financial need accurately.

**Selected List of Major Fellowship Opportunities and Aids to Advanced Education for United States Citizens, A.** Fellowship Office, Commission on Human Services, National Research Council, 2101 Constitution Ave., Washington, DC 20418. 1976. 46 pp. Free. Compilation of fellowship, grant, loan, work-study, and scholarship programs provides description of programs, amounts available, eligibility, application procedures and deadlines, and where to write for further information for over ninety programs for undergraduate, graduate, and postdoctoral students. Separate section gives publications listing fellowships, scholarships, and student loans.

**Skelly Oil Company Foundation Scholarship Plan.** Skelly Oil Company Foundation, P.O. Box 1650, Tulsa, OK 74102. 1975. Un-numbered. Free. Information still current on this scholarship plan for children of Skelly Oil Company employees is given. Eligibility, amount of awards, selection of winners, retention of scholarship, method of payment, deadline for application, and date of announcement of winners are detailed.

## AIDS FOR THE TEACHER

**Beyond Sex Roles.** Alice G. Sargent. West Publishing Company, 50 W. Kellogg Blvd., St. Paul, MN 55102. 1977. 489 pp. $9.95. Intended for personal use or as a text in small groups or large classes, book provides information and exercises in subject areas of the new woman and the new man, life-planning, awareness of sex-role stereotypes, personal change, and social change. Exercises are written behaviorally and include personal goals, group goals, and specific directions for completing exercises. Informational sections include essays and studies on various aspects of sex-role stereotyping.

**Common Sense and the Curriculum.** Robin Barrow. Linnet Books, The Shoe String Press, Inc., P.O. Box 4327, 995 Sherman Ave., Hamden, CT 06514. 1976. 169 pp. $11.50. Author takes a critical look at current curriculum theory, examining philosophies of curriculum experts, such as Hirst, Nisbet, and Goodman, and then outlines own specific curriculum.

**Decisions, Decisions, Decisions.** Barbara Kay Polland; photography by Craig De Roy. Celestial Arts, 231 Adrian Rd., Millbrae, CA 94030. 1976. 110 pp. $4.95 (plus 75 cents postage and handling). In an effort to help children learn to make effective decisions, author presents decision situations in the home, the school, and the community suitable for classroom discussions. Photographs and questions are given to aid in promoting open discussions.

**Education for Human Development: Understanding Montessori.** Mario M. Montessori Jr. Paula Polk Lillard (Ed.). Schocken Books, Inc., 200 Madison Ave., New York, NY 10016. 1977. 119 pp. $7.95. Author relates Maria Montessori's ideas to current educational concerns. Ideas in psychological, philosophical, and educational realms are discussed. Final chapter describes typical day in a Montessori classroom.

**Educators Guide to Free Health, Physical Education and Recreation Materials.** (Ninth Edition). Foley A. Horkheimer (Ed.). Educators Progress Service, Inc., Randolph, WI 53956. 1976. 521 pp. $11.00. Films, filmstrips, slides, transparencies, tapes, scripts, transcriptions, and printed materials in all three areas are listed. Descriptions of materials available, names and addresses of sources, and separate subject and title indexes are given. Indexes list materials available to educators in Australia and Canada.

**Educators Guide to Free Tapes, Scripts, and Transcriptions.** (Twenty-third Edition). James L. Berger (Ed.). Educators Progress Service, Inc., Randolph, WI 53956. 1976. 271 pp. $10.50. Guide includes annotated listings of materials on accident prevention and safety, communications and transportation, environmental education, guidance, recreation, language arts, social problems, social studies, fine arts, and home economics. Separate indexes list materials by title and subject area. Sources of materials are given, and indexes of materials available in Canada and Australia are included.

**General Aviation Educational Materials.** General Aviation Manufacturers Association, 1025 Connecticut Ave. NW, Suite 1215, Washington, DC 20036. 1976. 19 pp. Free. Listings and descriptions of aerospace educational materials available from the member companies of the General Aviation Manufacturers Association and suitable as complements to aviation and science curriculums at all levels are given. Included in listings are price information, addresses, and phone numbers of member companies.

**Indian Valley Forest Management: An Educational Gaming Technique on Environmental Management.** Norman C. Thomas. American Forest Institute, 1619 Massachusetts Ave. NW, Washington, DC 20036. 1976. 15 pp. Free (single copy). This environmental teaching game intended for students in grade 7 and up simulates values and conflicts that go into forest management. All materials needed to play the game are included.

**Notes to Instructors for PATH: A Career Workbook for Liberal Arts Students.** Howard E. Figler. Carroll Press Publishers, 43 Squantum St., Cranston, RI 02920. 1976. 37 pp. $2.50. Supplement offers instructions for workshop leaders using PATH, a program designed to guide students through the process of self-understanding toward satisfactory career decisions. List of selected schools and colleges using PATH program is included.

**Power to the Teacher: How America's Educators Became Militant.** Marshall O. Donley Jr. Indiana University Press, 10th and Morton Sts., Bloomington, IN 47401. 1976. 242 pp. $3.95 (paper). The history of teacher militancy from 1850 to the present, insight into the reasons teachers organize, and how their unions and associations evolved are discussed. A look at where teachers and their groups are headed is provided.

**Self-directed Learning: A Guide for Leaners and Teachers.** Malcolm S. Knowles. Association Press, 291 Broadway, New York, NY 10007. 1976. 135 pp. $4.95. Guidebook presents information for learners and teachers interested in self-directed, as opposed to teacher-directed, learning. Section on learning resources includes exercises to help self-directed learners become more responsible for their own learning. Ways of diagnosing learning needs, formulating objectives, using learning strategies and resources, and making evaluations are covered.

## GUIDANCE MATERIAL—FREE OR INEXPENSIVE

**Annual Report for the Year 1975: Van Ameringen Foundation, Inc.** Van Ameringen Foundation, Inc., 509 Madison Ave., New York, NY 10022. 1976. 21 pp. Free. Foundation seeks to promote field of mental health through making grants to those engaged in that field. Summaries of programs and projects, amounts awarded, project directors, and addresses of projects are given for all those receiving funds in 1975. Grants are primarily awarded to programs in the Northeast.

**Community Is the Teacher, The.** Education and Work Group, National Institute of Education. Available from: U.S. Department of Health, Education, and Welfare, National Institute of Education, Education and Work Group, Rm. 645, Washington, DC 20208. 1976. 31 pp. Free (single copy). Booklet summarizes Experience-Based Career Education (EBCE) program and describes the evolution of this approach to secondary education. Selection of students, and implementation and evaluation of program to help students understand, choose among, and prepare for opportunities outside school are discussed. Ways in which EBCE could be utilized in the future are suggested.

**Marijuana: Current Perspectives.** Jules Saltman. Public Affairs Pamphlet No. 539. Available from: Public Affairs Committee, Inc., 381 Park Ave. S., New York, NY 10016. 1976. 28 pp. 35 cents. Pamphlet provides history, definition, and description of marijuana and its uses. Results of recent research findings, possible medical uses, questions about marijuana's use, and pros and cons of decriminalization are discussed.

**Mature Women Workers: A Profile.** U.S. Department of Labor, Employment Standards Administration, Women's Bureau, Washington, DC 20210. 1976. 11 pp. Free (single copy). Economic status of women workers forty-five years of age and over and their employment-related problems are discussed. Statistics are provided on labor force participation rates of women, median earnings of both men and women workers, and length of unemployment among women workers.

**1977-78 Catalog of Publications.** B'nai B'rith Career and Counseling Services. Address on masthead. 1977. 6 pp. Free. This catalog lists current BBCCS publications in guidance, career planning, and occupational information. Aids for counselors and parents, information relating to the handicapped and to rehabilitation counseling, and educational directories and research are included. Special Occupational Brief Kit is featured.

**Occupational Outlook Handbook in Brief, 1976-77 Edition.** Chester C. Levine. U.S. Department of Labor, Bureau of Labor Statistics. Available from: Occupational Outlook Service, Room 2028, GAO Bldg., Washington, DC 20212. 1976. 28 pp. Free (single copy). Reprinted from the *Occupational Out-*

*lo... Quarterly*, booklet presents current employment figures, average annual openings to 1985, and employment trends and prospects for thirteen clusters of related jobs. Job clusters included are: industrial production; office; service; education; sales; construction; transportation; scientific and technical; mechanics and repairers; health; social science; social service; and art, design, and communications occupations.

**Participation of Women and Minorities on U.S. Medical School Faculties.** Association of American Medical Colleges. Available from: U.S. Department of Health, Education, and Welfare, Public Health Service, Health Resrouces Administration, Bureau of Health Manpower, 5600 Fishers Lane, Rockville, MD 20852. 1976. 38 pp. Free (single copy). This report details the current distribution of medical school faculty by sex, ethnic group, degree, and department within medical schools. Information is presented in chart form.

**P ogram Evaluation in the State Mental Health Agency: Activities, Functions, and Management Uses.** U.S. Department of Health, Education and Welfare, Public Health Service, Alcohol, Drug Abuse, and Mental Health Administration, National Institute of Mental Health. Available from: National Institute of Mental Health, 5600 Fishers Lane, Rockville, MD 20852. 1976. 53 pp. Free (single copy). This publication, prepared by the Southern Regional Education Board, summarizes the current state of evaluation procedure in state mental health agencies. It contains chapters on mental health program evaluation, range of program evaluation activities, functions of evaluation, organization and staffing for evaluation, and the relationship between management and evaluation. A bibliography of related materials and a glossary are provided.

**Projects, Products, and Services of the National Center for Education Statistics, 1976.** O. Jean Brandes. U.S. Department of Health, Education, and Welfare, Education Division, National Center for Education Statistics, Reference, Estimates, Projections Branch, 400 Maryland Ave. SW, Washington, DC 20202. 1976. 130 pp. Free (single copy; limited supply). Overviews of National Center for Education Statistics' programs and projects in areas of preprimary, elementary, and secondary education, adult and occupational education, higher education, libraries and educational technology, dissemination services publications, and standard terminology are provided. Overviews for each program include brief description, purpose and uses of program, publications issued, and contact person.

**Reflections on University Values and the American Scholar.** G. Lester Anderson and Associates. Center for the Study of Higher Education, Pennsylvania State University, University Park, PA 16802. 1976. 71 pp. Free. Based on the author's belief that the university as an institution transcends national boundaries and time dimensions and has its own value system, monograph contains papers by various authors in the field of education on the fundamental nature of the university and its scholars.

**Southern Regional Education Board: Annual Report 1975-1976.** Southern Regional Education Board, 130 6th St. NW, Atlanta, GA 30313; 1976. 32 pp. Free. A description of programs pursued by the SRLB, an organization devoted to the advancement of post-secondary education in the South, is offered. Included are reports from the chairman and president, listings of board members, committee members, professional staff, and current publications.

**Spencer Foundation, The: 1976 Annual Report.** The Spencer Foundation, 875 N. Michigan Ave., Chicago, IL 60611. 1976. 36 pp. Free. Reports from the president and secretary, financial statements, and a listing of directors and officers are given. In addition, a list of grants, given for research in the behavioral sciences pertaining to education, a list of publications resulting from grants, and the procedure for submitting a proposal are included.

**Studies in Child Health: Research to Improve Health Services for Mothers and Children.** U.S. Department of Health, Education, and Welfare, Public Health Service, Health Services Administration, Bureau of Community Health Services, Rockville, MD 20852. 1976. 32 pp. Free (limited supply). Summaries of final reports of research projects concerned with topics, such as health care patterns of low-income families, impact of children and youth clinic on health care knowledge, attitudes, practices, and child abuse are included.

**Trends in Mental Health: Research and Service Delivery.** U.S. Department of Health, Education, and Welfare, Public Health Service, Alcohol, Drug Abuse, and Mental Health Administration, National Institute of Mental Health. Available from: National Institute of Mental Health, Public Inquiries Section, 5600 Fishers Lane, Rockville, MD 20852. 1976. 16 pp. Free (up to five copies). Pamphlet presents interview with Dr. Bertram Brown, director of National Institute for Meatal Health, by the editors of *Practical Psychology for Physicians*. Trends in mental health, the profession of psychiatry, and delivery of mental health services are the topics of this interview.

**Young Doctorate Faculty in Selected Science and Engineering Departments, 1975 to 1980.** Frank J. Atelsek and Irene L. Gomberg. Higher Education Panel Reports, No. 30. Higher Education Panel, American Council on Education, 1 Dupont Cir. NW, Washington, DC 20036. 1976. 31 pp. Free. Research study surveyed department heads in selected science and engineering departments of Ph.D.-granting institutions. Report presents findings of survey which asked what proportions of faculties were young (received doctorate in last seven years), what proportions would be young in 1980, if they felt these proportions were too low, and what should be done to alleviate any age imbalance.

## ADULT EDUCATION AND THE AGING

**Adult Day Care—Extended Family.** Bert Kruger Smith. Hogg Foundation for Mental Health, University of Texas, Austin, TX 78712. 1976. 36 pp. 35 cents. Booklet describes day care program in Abilene, Texas, which provides assistance and companionship to older people who are not able to be independent in their own homes, but whose family members are not able to care for them during the day. Author examines strong and weak points of day care in general, types of day care programs which have developed, and costs of these programs.

**Adult Education Catalog.** Arco Publishing Company, Inc., 219 Park Ave. S., New York, NY 10003. 1976. 15 pp. Free. Descriptions and price information on adult education materials are given. Texts used in preparing adult students for the high school equivalency exam are featured.

**Aging and Communication.** Herbert J. Oyer and E. Jane Oyer (Eds.). University Park Press, Chamber of Commerce Bldg., Baltimore, MD 21202. 1976. 302 pp. $14.50. Selections on importance of communication to older people deal with topics, such as communicating with older people, a retiree's perspective on communication, generation gaps, mass media, and communication considerations in health care of the aging. Book is intended as a text or source for students, professionals, and older people.

**National Advisory Council on Extension and Continuing Education, The: Tenth Annual Report.** National Advisory Council on Extension and Continuing Education, 425 13th St. NW, Suite 529, Washington, DC 20004. 1976. 16 pp. Free. Profile of extension and continuing education today, summary of council activities, and six recommendations to federal authorities for improving extension and continuing education are given. Members and staff of council are listed.

**Union and Its Retired Workers, A: A Case Study of the UAW.** Richard Corn. *Key Issues* Series—No. 21. Available from: Publications Division, New York State School of Industrial and Labor Relations, Cornell University, Ithaca, NY 14853. 1976. 64 pp. $3.00. Programs and organizations developed by the UAW for its retirees are examined. Evolution of programs and organizations, types of programs developed, explanation for UAW interest in its retirees, and specific programs in several locations are detailed. Comparisons with other union programs are included.

**Yearbook of Adult and Continuing Education, 1976-77.** (Second Edition). Marquis Academic Media, Marquis Who's Who, Inc., 200 E. Ohio St., Chicago, IL 60611. 1976. 575 pp. $34.50. Sourcebook contains current statistics and descriptive material related to adult basic education, adult continuing education, and career-related adult education. Lists of teacher education programs in adult education, private and government-sponsored programs, and adult education associations are included.

## HANDICAPPED AND REHABILITATION COUNSELING

**Architectural and Transportation Barriers Compliance Board.** Architectural and Transportation Barriers

Compliance Board, Washington, DC 20201. 1976. 8 pp. Free. Booklet describes Board, how it is organized, its responsibilities, and how in ensures compliance with standards prescribed under Federal laws which require that all buildings and facilities owned, occupied, or financed by the U.S. government be accessible to and usable by physically handicapped persons.

**Benavior Modification With Children: A Systematic Guide.** Richard J. Morris. Winthrop Publishers, Inc., 17 Dunster St., Cambridge, MA 02138. 1976. 229 pp. $8.95 (cloth). Designed to assist individuals working with severely handicapped children, the book provides a systematic guide for the planning and implementation of behavior modification programs. Based on a series of research-oriented training programs, the material is discussed in a non-technical and readable fashion assuming no prior knowledge on the part of the reader. The author presents material which not only deals with the theoretical issues, but also serves as a step-by-step, structural guide to program creation.

**Developing Self-Concept for Exceptional Learners: A Handbook.** John R. Moss and Louise Skelton. Partners in Publishing, Box 50347, Tulsa, OK 74150. 1976. 93 pp. $5.95 (cash orders only). Research into self-concept of exceptional learners has been summarized around topic areas, including educational implications for self-concept theory, school achievement and self-concept, and failure and its relationship to self-concept. Separate chapter contains bibliographies of related materials organized by subject area.

**Preparation for Work of the Future.** S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1976. 6 pp. $1.00. Text of address presented to 1976 annual meeting of President's Committee on Employment of the Handicapped includes possible directions that may be taken in order to open equal opportunity to all who wish to work. Actions to be taken by the handicapped themselves and by society are outlined.

**Rehabilitation in Israel.** Kenneth W. Reagles, Solly Katz, and George N. Wright. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 244 pp. $7.95. This volume is a compendium of services available to disabled and vocationally handicapped youth and adults of the State of Israel. Text is organized according to program sponsorship, i.e., governmental, municipal, public, and voluntary organizations. Within larger categories, specific programs are arranged alphabetically. Format for each program includes a description of rehabilitation process components, such as referral procedures and sources, eligibility, and evaluations required through placement and follow-up, as well as organizational details pertaining to program's history, legislative base, collaborative arrangements, service evaluation, and research activities. Appendix B contains, in summary form, a "Services to the Handicapped Directory" which serves as a useful guide for agency personnel.

**Sociology of Physical Disability and Rehabilitation, The.** Gary L. Albrecht (Ed.). University of Pittsburgh Press, 127 N. Bellefield Ave., Pittsburgh, PA 15260. 1976. 303 pp. $9.95. Overview of research about and treatment of physical disabilities is presented through articles which cover topics, such as self-definitions of disabled persons, coping behaviors of the disabled, family response to disability, and the disabled and the rehabilitation system.

**Stimulating Environments for Children Who Are Visually Impaired.** Carol Halliday and Ina W. Kurzhals. Charles C. Thomas, Publisher, 301-327 E. Lawrence Ave., Springfield, IL 62717. 1976. 142 pp. $12.75. Suggestions are given for improving environmental stimulation in various settings, including home, school, and out-of-doors, for visually impaired children at preschool through elementary school levels. Appendices include checklists, charts, and organizations to contact for further information in planning or instituting environmental stimulation programs.

**Teaching Research Curriculum for Moderately and Severely Handicapped, The.** H.D. Bud Fredericks, et al. Teaching Research Infant and Child Center. Available from: Charles C. Thomas, Publisher, 301-327 E. Lawrence Ave., Springfield, IL 62717. 1976. 325 pp. $18.50. Presented in sequence and written in behavioral terms, curriculum provides list of behaviors which should be taught to children of all handicapped conditions in a preschool environment. Major areas included in curriculum are language, self-help skills, motor and cognitive skills.

**Teaching the Moderately and Severely Handicapped: Curriculum Objectives, Strategies, and Activities. Vol. 1: Behavior, Self-care, and Motor Skills.** Michael Bender and Peter J. Valletutti. University Park Press, Chamber of Commerce Bldg., Baltimore, MD 21202. 1976. 361 pp. $14.95. Intended as a source book for teachers, undergraduate and graduate students, physical therapists, psychologists, and nurses, guide contains objectives and activities in the areas of behavior, self-care, and gross and fine motor skills. Specific teaching objectives, strategies, and activities are presented in step-by-step format.

**Thinking/Learning/Doing Advocacy: A Report on the National Advocacy Project of United Cerebral Palsy Associations, Inc.** Irving R. Dickman (Compl.). United Cerebral Palsy Association, Inc., 66 E. 34th St., New York, NY 10016. 1976. 128 pp. Free. Advocacy, protecting the rights of persons with developmental disabilities and insuring that the service delivery systems meet the needs of these persons, is examined. Information, experiences, conclusions, and implications of advocacy approach are given. Report examines United Cerebral Palsy advocacy projects in various locations and details methods and programs found most successful.

**Unfinished Revolution, The: Education for the Handicapped. 1976 Annual Report.** U.S. Department of Health, Education, and Welfare, Office of Education, National Advisory Committee on the Handicapped. Available from: Office of Education, Inquiry Unit, Information Material Center, 400 Maryland Ave. SW, Washington, DC 20202. 1976. 48 pp. Free (single copy). Report provides background information on education programs for handicapped persons in the U.S. Past and current programs, current needs and recommendations for future programs, priority recommendations, role of the federal government, and status of 1975 recommendations are covered. Purposes and activities of the National Institute for the Deaf and the Model Secondary School for the Deaf are highlighted.

**Urban Wheelchair Use: A Human Factors Analysis.** Peter Wachter, John Lorenc, and Edward Lai. Access Chicago, Rehabilitation Institute of Chicago, 345 E. Superior St., Chicago, IL 60611. 1976. 21 pp. Free. Authors examine typical practices in design and construction of buildings which prevent physically handicapped persons from becoming fully incorporated into the existing community. Recommendations for improving these practices are given.

**Vocational Kit: Steps in Vocational Readiness for Adolescents and Adults With the Hidden Handicap.** Lauriel E. Anderson (Ed.). California Association for Neurologically Handicapped Children. Available from: CANHC Literature, P.O. Box 1526, Vista, CA 92083. 1976. 6 booklets. $11.95 (plus 6% tax and $1.20 for mailing). Collection of booklets in folder form presents information to help the adolescent/adult with learning disabilities meet the vocational expectations of the adult world. Booklets are aimed at the young adult himself, parents, teachers, rehabilitation counselors, employers, and therapists. Booklets are entitled: "Tips for Young Adults, their Employers, and Spouses"; "Remediation/Any Age"; "Parents Can Help"; "Employment Information"; "Survival Academics and Vocational Education"; and "General Information."

**Where Do We Go From Here? A Report on the April 1976 Annual Meeting of the President's Committee on Employment of the Handicapped.** President's Committee on Employment of the Handicapped, 1111 20th St. NW, Washington, DC 20210. 1976. Un-numbered. Free. Report summarizes proceedings of meeting and topics dealt with, including work, environmental barriers, the law, and the future.

**Yearbook of Special Education, 1976-77.** (Second Edition). Marquis Academic Media, Marquis Who's Who, Inc., 200 E. Ohio St., Chicago, IL 60611. 1976. 618 pp. $34.50. Sourcebook combines current statistics and evaluative reports on current trends and activities in special education. Funding, expenditures, enrollment, teacher training, special education associations, agencies, and resource suppliers are included.

## THE COUNSELOR'S BOOKSHELF

**And It Came to Pass—Not to Stay.** R. Buckminster Fuller. Macmillan Publishing Company, Inc., 866 3rd Ave., New York, NY 10022. 1976. 157 pp. $6.95. This collection of seven essays reveals the range and depth of Fuller's social and political philosophy,

including an analysis of our present world crisis, his response to the world situation, and predictions for the future.

**Between Survival and Suicide.** Benjamin B. Wolman and Herbert H. Krauss (Eds.). Gardner Press, Inc. Distributed by: Halsted Press, John Wiley and Sons, Inc., 605 3rd Ave., New York, NY 10016. 1976. 195 pp. $15.95. Series of essays examines the nature of suicide by examining the nature of man and society. Various experts in their chosen fields provide insights into topics, such as the existential meaning of suicide, the psycho-social field in which suicide takes place, the suicide of women, and the ethics of suicide prevention. The essays balance theory with practice, and describe suicidal societies and suicidal individuals.

**Dreams, Visions, and Drugs: A Search for Other Realities.** Daniel Cohen. Franklin Watts, 730 5th Ave., New York, NY 10019. 1976. 138 pp. $6.90. Author looks at distinct classes of altered states of consciousness, including religious, mystical, and drug induced experiences, and objectively reports what happens during such an experience. Importance these experiences might have for those who have not shared them is stressed.

**Drug Treatment of Mental Disorders.** Lance L. Simpson (Ed.). Raven Press, 1140 Ave. of the Americas, New York, NY 10036. 1976. 323 pp. $19.75. Intended as a guide for medical students, residents, and practicing clinicians, text provides descriptions of various drugs, discussion of biological bases for certain mental disorders, and how disorders may be alleviated through drug use. Drugs used most often and with notable therapeutic success are included.

**Fundamentals of Guidance.** (Third Edition). Bruce Shertzer and Shelley C. Stone. Houghton Mifflin Company, 1 Beacon St., Boston, MA 02107. 1976. 522 pp. $11.95. This college-level textbook is designed for use in introductory guidance courses and presents a broad overview of the field of guidance. The fundamental subject matter of guidance, an orientation to the services of guidance, the problems and issues facing guidance practitioners, and trends and existing issues in the field are discussed. Chapters on group and individual counseling, techniques for appraising students, career education and development, evaluation of guidance programs, and the status of guidance in other countries are included.

**Host at Last, A.** Abram L. Sacher. Atlantic Little, Brown Books, Little, Brown and Company, 34 Beacon St., Boston, MA 02106. 1976. 308 pp. $12.95. The author recounts his twenty years as the first president of Brandeis University, during which he transformed a bankrupt college into a successful and respected university, the first privately funded, Jewish-sponsored liberal arts university in America. The numerous, formidable problems involved and overcome are detailed.

**Human Development.** Grace J. Craig. Prentice-Hall, Inc., Englewood Cliffs, NJ 07632. 1976. 498 pp. $12.95. Designed as a text for college-level introductory courses in developmental psychology, book presents consideration of human life span and its various stages.

**"I Wish I Could Give My Son a Wild Raccoon."** Eliot Wigginton (Ed.). Anchor Press, Doubleday and Company, Inc., 245 Park Ave., New York, NY 10017. 1976. 368 pp. $4.95 (paper). Collection of interviews by young people of over thirty-five members of the oldest generation of Americans is presented. Interviewees represent numerous cultures in America, including Eskimo, Jewish, Greek, and Mennonites, and speak about their memories and their ideas about America's past, present, and future.

**Images of the Future: The Twenty-first Century and Beyond.** Robert Bundy (Ed.). Prometheus Books, 923 Kensington Ave., Buffalo, NY 14215. 1976. 239 pp. $12.95. The images of the future of nineteen scholars and authors, focusing on world trends and problems, human progress, and education and learning, among other areas, are presented. The importance of present-day images of the future in shaping the future is analyzed and stressed.

**Insanity Inside Out.** Kenneth Donaldson. Crown Publishers, Inc., 1 Park Ave., New York, NY 10016. 1976. 338 pp. $10.00. Author presents his struggle to gain freedom after being committed involuntarily to a state mental hospital for fifteen years. Commitment ended with Supreme Court decision which ascertains the right to freedom for involuntary mental patients.

**Intergroup and Minority Relations: An Experiential Handbook.** Howard L. Fromkin and John J. Sherwood (Eds.). University Associates, Inc., 7596 Eads Ave., La Jolla, CA 92037. 1976. 181 pp. $7.50. Designed as a workbook on interpersonal and group relations, this book offers assistance to those working with groups of "different" people. Topic areas are: workshop design; structural experiences personal, interpersonal, and intergroup; and instrumentation in minority relations. Contents can be used to improve relations between people and groups who are different from one another in terms of age, race, sex, occupation.

**Let's Talk: An Introduction to Interpersonal Communication.** (Second Edition). Freda S. Sathre, Ray W. Olson, and Clarissa I. Whitney. Scott, Foresman and Company, 1900 E. Lake Ave., Glenview, IL 60025. 1977. 200 pp. $5.50. Text is intended to help lower-division college students learn skills and techniques needed for effective interpersonal and intrapersonal communication. Chapters cover topics, such as nature of the communication process, listening skills, self-perception, language and symbolic process, group process and role-playing, and nonverbal communication.

**Marriage and Family Enrichment: New Perspectives and Programs.** Herbert A. Otto (Ed.). Abingdon Press, 201 8th Ave. S., Nashville, TN 37202. 1976. 272 pp. $6.95 (paper). Marriage and family enrichment programs in the United States and Canada are examined. An overview of the movement and the philosophy, methods, and results of nineteen representative programs, both secular and religious, are given.

**Mindstyles/Lifestyles: A Comprehensive Overview of Today's Life-Changing Philosophies.** Nathaniel Lande. Price/Stern/Sloan Publishers, Inc., 410 N. La Cienega Blvd., Los Angeles, CA 90048. 1976. 495 pp. $7.95. Overview of philosophies includes sections on mindstyles, body styles, sex styles, alternative lifestyles, God styles, the occult, parapsychology, and consciousness. Various types of analysis, therapy, religious movements, and modern trends, such as Rolfing, Silva Mind Control, and Esalen, are defined and discussed.

**NASW Register of Clinical Social Workers—1976 Edition.** National Association of Social Workers, Inc., 1425 H St. NW, Washington, DC 20005. 1976. 456 pp. $25.00. Nearly ten thousand qualified clinical social workers and their addresses, phone numbers, education, areas of specialization, and experience are listed. Separate geographic index by state and city is included.

**Primer for the Nonmedical Psychotherapist.** Joyce A. Bockar. SP Books, Spectrum Publications, Inc. Distributed by: Halsted Press, John Wiley and Sons, Inc., 605 3rd Ave., New York, NY 10016. 1976. 131 pp. $7.95. This book provides information that can be used to differentiate the medically ill from psychiatrically ill patients. It provides concise diagnostic information as well as indications for uses, effects, and side-effects of all psychotropic drugs, both prescriptive and illicit, including alcohol. It is designed to fill the needs of the growing number of non-physicians called upon to deliver psychotherapy.

**Prisoners Among Us: The Problem of Parole.** David T. Stanley. The Brookings Institution, 1775 Massachusetts Ave. NW, Washington, DC 20036. 1976. 205 pp. $9.95. The author takes a highly critical look at the methods and decisions of the parole process. He concludes that the entire process needs revamping and offers suggestions for a more effective system.

**Pursuit of Loneliness, The: American Culture at the Breaking Point.** (Revised Edition). Philip Slater. Beacon Press, 25 Beacon St., Boston, MA 02108. 1976. 206 pp. $8.95. In this contemporary social critique, the author contends American society is breaking down and analyzes the forces contributing to this breakdown. Constructive proposals for coping with life in modern America are made.

**RIO: Reshaping the International Order, A Report to the Club of Rome.** Jan Tinbergen (Coordinator). E.P. Dutton and Company, Inc., 201 Park Ave. S., New York, NY 10003. 1976. 325 pp. $10.00. Twenty-one specialists contributed to this report in an attempt to answer the question "What new international order should be recommended to the world's statesmen and social groups so as to meet. . .the urgent needs of today's population, and the probable needs of future generations?" Food production, monetary systems, international trade, arms control, natural resources, and the human environment are some of the areas considered.

**Readings in Intercultural Communication: Volume V, Intercultural Programming.** David S. Hoopes (Ed.). Intercultural Communications Network, Society for Intercultural Education, Training and Research. 107 MIB, University of Pittsburgh, Pittsburgh, PA 15260. 1976. 201 pp. Free (single copy). This volume is designed to aid people working in cross- or multicultural programs which use intercultural communication concepts to further the learning or develop the communication skills of foreigners in the United States. Included are sections on preparing for a cross-cultural encounter, cross-cultural counseling, and methods of expanding cultural awareness.

**Skilled Performance: Perceptual and Motor Skills.** Alan T. Welford. Scott, Foresman and Co., 1900 E. Lake Ave., Glenview, IL 60025. 1976. 199 pp. $5.95. Principles and concepts common to perceptual and motor skill areas, as well as the main points of studies in the area of skills research, are examined. Basic facts about perceptual and motor skills are extended to an interpretation of decision processes, cognitive processes, and social psychological processes.

**Standard Education Almanac, 1976-77.** (Ninth Edition). Marquis Academic Media, Marquis Who's Who, Inc., 200 E. Ohio St., Chicago, IL 60611. 1976. 687 pp. $34.50. This reference directory provides historical and current information and statistics, as well as long-range projections, on elementary, secondary, and adult education in the United States. Special sections on equal education opportunities and career education are included in the volume.

**Teen-age Alcoholism.** Jim Haskins. Hawthorn Books, Inc., 260 Madison Ave., New York, NY 10016. 1976. 156 pp. $2.95. This book explores the problem of teen-age alcoholism. Facts about alcohol and alcohol addiction are given, and how this information can be used to deal with problem drinking is discussed.

**Too Young to Die: Youth and Suicide.** Francine Klagsbrun. Houghton Mifflin Company, 1 Beacon St., Boston, MA 02107. 1976. 201 pp. $6.95. Author presents straightforward information on causes of suicide among young people in the hope that this information may help young people and their parents understand and perhaps prevent this phenomenon from occuring. Realities of suicide, relationship between society and suicide, and steps in preventing suicide are examined.

**University, The: The Anatomy of Academe.** Murray G. Ross. McGraw-Hill Book Company, 1221 Ave. of the Americas, New York, NY 10020. 1976. 310 pp. $11.95. The author analyzes the nature of the university as it has developed in England, Canada, and the United States, and the implications of what has happened to it in recent years. The development of the university since medieval times, evolving interrelationships of students and teachers, issues of goals, governance, academic freedom, the university and the state, and the character of the university today are examined.

**Urban Predicament, The.** William Gorham and Nathan Glazer (Eds.). Urban Institute, 2100 M St. NW, Washington, DC 20037. 1976. 363 pp. $4.95 (paper). The authors identify significant demographic trends adversely affecting the city and examine in detail five areas of critical concern for U.S. citizens: finance, housing, crime, education, and transportation. In addition, they describe what government has done and could do to shape and improve the cities.

**Value Orientations in Counseling and Psychotherapy: The Meanings of Mental Health.** (Second Edition). C. Marshall Lowe. Carroll Press Publishers, 43 Squantum St., Cranston, RI 02920. 1976. 305 pp. $6.95. Designed as a text or resource book for students or practitioners of counseling, psychology, or mental health therapy, this work relates the theory and practice of counseling and psychotherapy to social, philosophical, and historical issues. The author examines the role of the therapist and the meanings of mental health.

**Whither Thou Goest: The Story of an Uprooted Wife.** Eleanor Dienstag. E. P. Dutton and Company, 201 Park Ave. S., New York, NY 10003. 1976. 187 pp. $7.95. The author relates how she and her family followed her husband to a new job in a new location and recalls the effects of the move. She uses her experience to comment on fundamental issues in American life, such as changing sex roles, feminism, upward mobility, ambition, and the interaction of business life and family life.

**PERIODICALS IN GUIDANCE AND RELATED FIELDS** (Continuation of listing from last issue)

**Accreditation.** Council on Postsecondary Accreditation, 1 Dupont Cir. NW, Suite 760, Washington, DC 20036. Quarterly. Free.

**Analysis.** Institute for Jewish Policy Planning and Research, Synagogue Council of America, 1776 Massachusetts Ave. NW, Washington, DC 20036. 10 issues. $4.00 per year.

**Child Psychiatry and Human Development: An International Journal.** Human Sciences Press, 72 5th Ave., New York, NY 10011. Quarterly. $40.00 per year.

**College Student Personnel, Journal of.** American College Personnel Association, American Personnel and Guidance Association, 1607 New Hampshire Ave. NW, Washington, DC 20009. 6 issues. $15.00 per year.

**Family Therapy: The Journal of the Family Therapy Institute of Marin.** Libra Publishers, Inc., P.O. Box 165, 391 Willets Rd., Roslyn Heights, NY 11577. 3 issues. $16.00 per year (individuals, U.S.); $20.00 per year (institutions, U.S.); $17.00 per year (individuals, foreign); $21.00 per year (institutions, foreign).

**Illinois Libraries.** Illinois State Library, Springfield, IL 62756. 10 issues. Free.

**Innovations: Highlights of Evolving Mental Health Services.** American Institutes for Research, P.O. Box 1113, Palo Alto, CA 94302. 3 issues. Free.

**International Rehabilitation Review.** Rehabilitation International, 122 E. 23rd St., New York, NY 10010. 6 issues. $5.00 per year.

**Israel Digest—American Edition.** World Zionist Organization—American Section, Inc., 515 Park Ave., New York, NY 10022. Biweekly. $5.00 per year.

**JWB Personnel Reporter.** Personnel Services, National Jewish Welfare Board, 15 E. 26th St., New York, NY 10010. Quarterly. Free.

**Jewish Life.** Union of Orthodox Jewish Congregations of America, 116 E. 27th St., New York, NY 10016. Quarterly. $4.00 per year.

**NATTS News.** National Association of Trade and Technical Schools, 2021 L St. NW, Washington, DC 20036. Monthly. Free.

**Nation's Schools Report.** Education News Services Division, Capitol Publications, Inc., Suite G-12, 2430 Pennsylvania Ave. NW, Washington, DC 20037. 22 issues. $48.00 per year.

**New Directions for Community Colleges.** Jossey-Bass, Inc., Publishers, 615 Montgomery St., San Francisco, CA 94111. Quarterly. $15.00 per year (individuals); $25.00 per year (institutions).

**Options: The Jewish Resources Newsletter.** Options Publishing Company, Box 311, Wayne, NJ 07470. Monthly. $12.00 per year.

**Practitioner, The.** National Association of Secondary School Principals, 1904 Association Dr., Reston, VA 22091. Quarterly. $2.00 of membership dues per year.

**Public Personnel Management.** International Personnel Management Association. Available from: Public Personnel Management, Room 240, 1313 E. 60th St., Chicago, IL 60637. Bimonthly. $15.00 per year.

**Resources.** Resources for the Future, Inc., 1755 Massachusetts Ave. NW, Washington, DC 20036. 3 issues. Free.

**Social Policy.** Social Policy, 184 5th Ave., Suite 500, New York, NY 10010. 5 issues. $5.00 per year (students); $10.00 per year (individuals); $15.00 per year (institutions).

**Special Educators of the Mentally Retarded, The Journal for.** Journal for Special Educators of the Mentally Retarded, Box 171, Center Conway, NH 03813. 3 issues. $9.00 per year (U.S.); $10.00 per year (foreign).

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